

# Annual Storage Facility Self-Evaluation Form TEFAP USDA Commodity Foods

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*(Circle Y=yes / N=no)

## I. FACILITY REVIEW

- Y / N** 1. Does storage space appear to be adequate?
- Y / N** 2. Is storage space in good condition?
- Y / N** 3. Is food stacked to permit easy identification?
- Y / N** 4. Is food stacked off the floor on pallets for proper ventilation and easy inventory?
- Y / N** 5. Are out-of-condition (expired) foods stored separately? (If they are USDA Foods, is it reported to CANS <http://doe.sd.gov/cans/documents/CommoLoss.pdf>?)
- Y / N** 6. Is food stacked to prevent damage from excess weight to bottom layers?
- Y / N** 7. Are foods stored separately from pesticides, herbicides, cleaning supplies and other materials that could contaminate foods in storage?
- Y / N** 8. Are safeguards taken to prevent theft?
- Y / N** 9. Is the storage area maintained in a way that prevents accidents?
- Y / N** 10. Is the storage area free from rodent, bird, insect, and/ or other animal infestation?
- Y / N** 11. Do you contract for pest control services? If so, frequency (monthly, semi-annually, annually)? (If not, is your Pest Control Plan completed and on file? <http://doe.sd.gov/cans/tefap.aspx>)
- Y / N** 12. Are required local/state health inspection certificates and inspection sheets current and on file?

## II. INVENTORY AND RECORDS REVIEW

- Y / N** 1. Is the warehouse utilizing food on first-in, first-out basis?
- Y / N** 2. Does the warehouse maintain an inventory system?
- Y / N** 3. Are signed Bills of Lading for commodity deliveries current and on file?
- Y / N** 4. Are signed Bills of Lading for commodity deliveries scanned and emailed to the State office in a timely manner?
- Y / N** 5. Is insurance covering the value of at least a month's inventory of USDA Foods current and on file? See USDA Policy Memo FD-139.

**III. TEMPERATURE CONTROL REVIEW**

**Y / N** 1. Are daily temperature readings recorded for all storage facilities and a log kept?

**Y / N** 2. Are dry storage areas maintained between 50°F and 70°F?

**Y / N** 3. Are refrigerated storage areas maintained between 32°F and 45°F?

**Y / N** 4. Are the freezer storage areas maintained between of 0°F or below?

**Y / N** 5. Are all perishable items stored at the temperature listed on the commodity case?

**V: COMMENTS**

**SIGNATURES:**

I hereby certify that all information, to the best of my knowledge, is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DO NOT mail to State Office. Keep on file for State Office Review.**

**FOR STATE USE DURING REVIEW**

**Y / N** Approved

**Y / N** Corrective Action Required

If yes, specify recommendations: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date